Courses for Users – Information Systems Security Awareness Mandatory Training FY09

As of October 1, 2008, all users will have the **USDA Information Systems Security Awareness FY 2009** course assigned to their learning plan. This course is the online (web-based version of the training and will be the appropriate course for the majority of users. Alternate courses are available for other specific audiences. This job aid matches the user audience with the most appropriate course available.

User Audience	Recommended Course
Employees, contractors and partners with full network access.	**Online version.** User does not need to request any changes. User Logs into AgLearn, clicks **Go to Learning Plan**, then clicks the **Launch Content** button next to the **USDA Information Systems Security Awareness FY 2009** course. After completing the course, user returns to content structure and launches assessment. A score of 70% or higher automatically records completion in the user's Learning History and the requirement for FY09 is completed.
Users with accessibility needs and those reviewing courseware with assistive technology:	**Online or PDF version.** User does not need to request any changes unless they feel that the PDF version will be easier to navigate. The online course has been modified to be 508 compliant and more user-friendly so this audience can use assistive technology to review the online course (**USDA Information Systems Security Awareness FY 2009**) and complete the online exam. Before those modifications were made, however, a few of our testers felt that the PDF version of the course was more user friendly. If your users experience any difficulty or frustration with the online version, you can assign them the alternate PDF version - **USDA Information Systems Security Awareness FY 2009 (PDF).**
Users with slow network access.	**PDF version.** User should request that the PDF version of the course be assigned to them. Admin assigns the **USDA Information Systems Security Awareness FY 2009 (PDF)** Item to the user. User Logs into AgLearn, clicks **Go to Learning Plan**, then clicks the **Launch Content** button next to the **USDA Information Systems Security Awareness FY 2009 (PDF)** course. The content structure will contain a link to the PDF. The PDF can then be saved to the desktop or printed for review offline. The user can then logout of AgLearn until he/she is ready to take the assessment. The user then logs back into AgLearn, repeating the steps as performed earlier. The content structure will contain a link to the assessment. Upon successful completion of the assessment, the completion will be automatically recorded in the user's **Learning History**. The user only needs to be connected to AgLearn long enough to download or print the course and to complete a short 10 question exam (all on one page).
Employees with no network access (no eAuthentication account).	**Paper version.** All users with no network access should have the paper based Item assigned to them. (**USDA-CYBERSECURITYPAPER-FY09).** These employees should be given a paper copy of the course and assessment. Someone (check your agency guidance) should supervise and score the assessment, and if the score is less than 70%, a new and different assessment should be administered. Check with your ISSPM for a PDF copy of the course and PDF exams. A Record Learning job aid is available for supervisors to record paper based completions. **Only employees with no network access (no eAuthentication account) should be assigned the paper based version of the course. Supervisors will not be able to record paper based completions for users with online access.** All other employees should complete either the online **USDA Information Systems Security Awareness FY 2009** or the PDF **USDA Information Systems Security Awareness FY 2009 (PDF)** version of the course so that their course completions are automatically recorded in the system.

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New employee with eAuthentication account still pending.	**Paper version.** All users with no network access (this includes new employees) should have the paper based Item assigned to them (***USDA-CYBERSECURITYPAPER-FY09).*** While waiting for the eAuthentication account and AgLearn account to be created, new employees should be given a paper copy of the course and assessment. Someone (check your agency guidance) should supervise and score the assessment, and if the score is less than 70%, a new and different assessment should be administered. Check with your ISSPM for a PDF copy of the course and PDF exams. Once the AgLearn account is available (created by the CED feed), the Paper Based item can be assigned and the user's supervisor can then record learning for the Paper Based course with the Record Learning Job aid.
Contractor with eAuthentication account.	**Online version**. Contractor does not need to request any changes. Contractor Logs into AgLearn, clicks **Go to Learning Plan**, then clicks the **Launch Content** button next to the ***USDA Information Systems Security Awareness FY 2009*** course. After completing the course, user returns to content structure and launches assessment. A score of 70% or higher automatically records completion in the user's Learning History.
Contractor that took training last year but will never require an eAuthentication account (will never require network access).	**Paper version.** All users with no network access (this includes contractors) should have the Paper Based Item assigned to them. (***USDA-CYBERSECURITYPAPER-FY09).*** If the contractor took training last year, an AgLearn account should exist for that contractor. The contractor should be given a paper copy of the course and assessment. Someone (check your agency guidance) should supervise and score the assessment, and if the score is less than 70%, a new and different assessment should be administered. Check with your ISSPM for a PDF copy of the course and PDF exams. Check with your agency's guidance regarding who should record the course completion once a 70% score is achieved.
New Contractor that did NOT take training last year, has no AgLearn account, and will never require an eAuthentication account (no network access needed).	**Paper version.** Admin will need to create an AgLearn user account. **See your AgLearn Agency Lead to have this account created.** Once the account is created, the admin should assign the ***USDA-CYBERSECURITYPAPER-FY09*** course to the contractor's AgLearn Learning Plan. Contractor should be given a paper based version of the course and assessment. Someone (check your agency guidance) should supervise and score the assessment, and if the score is less than 70%, a new and different assessment should be administered. Check with your ISSPM for a PDF copy of the course and PDF exams. Check with your agency's guidance regarding who should record the course completion once a 70% score is achieved.
Contractor or employee listed in AgLearn but no longer works for USDA.	**De-activate account.** Anyone that no longer works for USDA but is still active within AgLearn should be de-activated. Use this Deactivate User job aid to deactivate the account. **Caution:** Do **NOT** deactivate users that have simply transferred to another USDA agency.